

Office of the Attorney General
Annual Sustainability Progress Report
September 30, 2005

Section I: Agency Information, Policy and Goals

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Sustainability Policy Statement:

Sustainability means living within the ability of the environment to recycle waste, engage in practices that sustain our resources and support a rich diversity of life. Sustainable practices are critical to maintaining and improving the efficiency and cost effectiveness of the Attorney General's Office.

Long Range Goals:

- Institutionalize Sustainability as an agency value and raise employee awareness.
- Continue to minimize the use of energy and water through employee training and improved technology in AGO facilities and vehicles.
- Continue the shift to clean energy for AGO facilities and vehicles.
- Reduce single occupancy vehicle trips to SeaTac Airport, regional offices, training sessions and other common destinations.
- Continue the shift to not-toxic recycled and remanufactured materials in office operations, construction and maintenance.
- Educate the AGO staff on "Green" products that are available for home and office use.
- An intranet project will assist to manage administrative processes using web-based electronic forms, minimizing the need for paper forms.
- Conduct training by videoconference between Olympia, Seattle, Spokane, Yakima and possible other state wide locations.
- Reduce waste through the systematic recycling of office products, construction materials, and by purchasing in bulk or items with minimal packaging.

Section II: Reporting on Objectives

Objectives for FY 03-05

- Obtain GA and OFM approval and complete planning for a new facility using Leadership in Energy and Engineering Design (LEED) standards
 - Department of General Administration has approved the project and plans.
 - OFM and the legislature have provided funding for the new facility.
 - Construction is underway and expected to complete phase 1 in December 2005.
- Ensure all building construction and maintenance projects are completed through the application of LEED standards.
 - The new agency Tumwater Building is under construction using LEED standards and is expected to be certified “Green” when complete in December 2006.
- Add videoconference capability to the Spokane office to reduce travel costs.
 - Added new video conference equipment to the Spokane center.
 - Added a new video conference center in Yakima.
- Replace system printers, scanners, copiers, and fax machines with multi-purpose machines increasing energy efficiency over the 370 individual office machines currently in use.
 - All machines have been received, installed and have been operational for approximately nine months.
- Reduce telephone cabling by 40% by using data cabling for Voice over Internet Protocol (Voice over IP).
 - Project analysis has been completed.
 - The first phones became operational September 12, 2005.
 - The majority of Voice over IP phones will be operational this year.
- Create an annual Agency Sustainability Award to be presented to the employee or group of employees contributing the most to agency energy reduction or efficiency. The Award will be presented on Earth Day.
 - A glass Earth globe trophy is presented each Earth Day.
- Set copy machines to default to double-sided copies, except at Document Services.
 - Now that all copy machines have been replaced by multipurpose machines, defaults can be changed.
 - The default may also be set for two sided copies at the Document Services Office.
- Limit copy machines to 50 copies, except those at Document Services and regional offices without access to a state print shop.
 - Action complete.

- Hybrid vehicles will be required for all replacement vehicles except vans, trucks or those specifically authorized by the Chief Deputy Attorney General.
 - The AGO has increased its hybrid fleet to 33% with more on order. One new “flexible fuel” truck was also purchased.

Section III: Communication and Education

- The AGO Core Leadership Team has been briefed on the new agency policy and has provided support and recommendations for program improvement.
- The Sustainability Manager has addressed several division staff meetings highlighting the program.
- Inside AGO is a daily on-line newsletter. A three page article was published about the agency program and highlighted sustainable practices for both the agency and ideas for use by the employees at home.

Section IV: Statewide Performance Measures

- Copy paper used.
 - FY 2005 consumed 42,634 reams, a 23% reduction from FY 2004 (55,200 reams).
- FY 2005 vehicle miles traveled
 - AGO Fleet vehicles traveled 1,259,772 miles, an 11.6% reduction from FY 2004 (1,425,000 miles)
 - Privately owned vehicles traveled 703,185 miles in FY 2005, an increase of 7% over FY 2004 (651,584 miles).
 - Total vehicle miles traveled in FY 2005 was 1,962,957 miles, an increase of 13% over FY 2004 (1,714,282 miles).
- Fuel Purchased
 - Gasoline for fleet vehicles used 44,456 gallons, down 18.5% from FY 2004 (54,567 gallons)
 - Diesel fuel is not used in AGO vehicles.
- Fuel Efficiency
 - Approximately 28 miles per gallon, up 7.2% from 2004 (26 mpg).

Section V: Executive Order 05-01 Required Actions and Goals

- **Required Actions**
 - Buildings over 25,000 square feet to be built to LEED Silver Standards
 - The new agency Tumwater Building was planned prior to EO-05-01 with a goal of certified “Green.” We are attempting to raise that to LEED “Silver.”
 - Buildings between 5,000 and 25,000 square feet to be built to LEED Silver Standards (certification not required).
 - The AGO has had no projects of this size since EO 05-01.

- Green building practices are to be integrated into design and construction for all new construction and remodel projects.
 - Green practices are required for all agency leased facilities. Recent remodel projects in Bellingham and Yakima included numerous LEED strategies and initiatives.
 - Freeze purchase of all four-wheel drive and sport utility vehicles.
 - The AGO purchased three new 2006 hybrid four-wheel drive utility vehicles.
 - Replace standard diesel with a 20% bio-diesel by 2009 and 5% as soon as possible.
 - The agency has no diesel vehicles.
 - Give priority to the purchase of hybrid and other fuel efficient vehicles.
 - This has been the agency objective since 2001. Thirty-three percent of all agency vehicles are hybrids. Fourteen percent of the vehicles have flexible fuel capabilities.
 - Give priority to replacing pre-1996 light duty vehicles.
 - Currently 8% of the fleet (11 vehicles) is pre-1996 vintage.
 - Submit a fleet management plan and report annually.
 - Plan submitted to OFM September 1, 2005
- **Goals to be attained by 2009**
 - Reduce the use of office paper by 30% from 2003 Sustainability Plan
 - Increase by 50% the percentage of office paper containing 100% recycled content and 50% post consumer waste.
 - Recycle 100% of used office paper.
 - Increase the use of post consumer recycled and non-chlorine bleached products in janitorial paper products.

Section VI: New or Updated AGO Goals and Objectives

- Add to 2004 Goals
 - Establish a baseline for the use of equipment, supplies and products with Persistent Bioaccumulative Toxins including Mercury used in light switches and fluorescent tubes and Chlorine used in cleaning products and paper processing. This will be a combined effort between the Facilities manager, the Purchasing manager, the AGO Supply Center and office managers.
- Revise 2004 Objectives
 - Begin construction on a new LEED certified facility to replace four aging, inefficient facilities. Phase I to be completed 2005 and phase II in 2006.
 - Construct a new video training room in the Training Unit to allow state wide video training. To be completed in December, 2005.

- Complete the transition from printers, copiers, fax and scanners to multi-purpose machines in 2005.
 - Reduce telephone cabling to work stations by 30% by using data cabling for a Voice over Internet Protocol telephone system state wide transition to begin June 2005 and be completed in 2007.
- Add to 2005 Goals
 - Revise the AGO Sustainability Policy
- Revise 2005 Objectives
 - Expand the AGO Sustainability Award to include all types of conservation rather than tying it to energy conservation.